



## COMMERCIAL/INDUSTRIAL BUILDING: REMODEL/TENANT BUILD-OUT PERMIT APPLICATION PACKET

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This packet includes details for the documents needed to complete the application process for a remodel or tenant build-out to a commercial or industrial building.

- Submit application and materials either by
  - **E-mail:** lbailey@whitestown.in.gov ----Please merge all documents and materials into one single PDF attachment in the order of the submittal checklist (Page 2).
  - **In person:** See Lauren Bailey in the Building and Planning Department at 6210 Veterans Dr. Whitestown, IN
  - **Mail:** Send application and materials to the Building and Planning Department at 6210 Veterans Dr. Whitestown, IN
- Applications whose plans are larger than 11"x17" must be submitted entirely in electronic format (email, CD, or jump drive).

### A complete application includes:

- |  |  |
|--|--|
| • Application                          | • Drainage Permit                                  |
| • Full State Commercial Design Release | • Boone County Health Department Approval          |
| • Site Plan                            | • Construction Plans                               |
| • COMCheck Compliance Certificates     | • State Variance Approval                          |
| • Inspection Estimate Form             | • Multi-permit/ Phased Project Organizational Form |

## SUBMITTAL CHECKLIST

\_\_\_\_\_ **Application:** Fill out all applicable fields completely.

\_\_\_\_\_ **Parcel Number:** Visit the Boone County GIS website [www.boonecounty.in.gov](http://www.boonecounty.in.gov) for this 10-digit ID number. Click "GIS">"AGREE">Search by address or zoom in on the parcel to obtain the detailed information.

\_\_\_\_\_ **Drainage Permit:** Contact Boone County Surveyor, 116 W Washington St, Room 102, Lebanon, IN 46077, 317.483.4444.

\_\_\_\_\_ **Full State Construction Design Release:** Include fire suppression if applicable. Local Building Official (LBO) listed as Lauren Bailey, Town of Whitestown. Contact Indiana Department of Homeland Security, [www.in.gov/dhs](http://www.in.gov/dhs)

\_\_\_\_\_ **Boone County Health Department Approval:** Contact Health Department (765) 483-4458.

\_\_\_\_\_ **Site Plans:** Drawn to scale, exactly where proposed structure is located.

\_\_\_\_\_ **Construction Plans:** TWO hard copies floor plans and a complete cross-section of the proposed structure 11"x17" and TWO hard copies 24"x36"

\_\_\_\_\_ **COMcheck Compliance Certificates:** Commercial check of the Model Energy Code.

\_\_\_\_\_ **State Variance Approval:** Copy of any building code variances approved by the State.

\_\_\_\_\_ **Inspection Estimate Form:** Estimated quantity of needed inspections.

\_\_\_\_\_ **Multi-permit/Phased Project Organization Form:** ONLY if multiple permits will be pulled for a single project.

## PERMIT FEES AND OTHER FEES

Fees are not paid until the permit has been issued and is ready for pick up.

### NEW COMMERCIAL/INDUSTRIAL STRUCTURE

\$575 base fee + applicable inspections:

- Temporary Electric.....\$125
- Footing.....\$250
- Foundation.....\$250
- Underslab.....\$250
- Rough-in Electric.....\$250
- Rough-in Plumbing.....\$250
- Rough-in HVAC.....\$250
- Rough-in Framing.....\$250
- Insulation.....\$250
- Final.....\$1,000

### EDC FEE

Per Ordinance 2005-23, all new primary structures are required to pay an Economic Development Fee.

- 19,999sqft or less.....\$100
- 20,000-49,999sqft.....\$250
- 50,000-149,000sqft.....\$500
- 150,000-249,999sqft.....\$1,000
- 250,000sqft and above.....\$2,000

Failed inspections will be assessed a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

Beginning work without securing permits will be assessed a fine of **twice** the calculated permit fee. Fine must be paid before a permit will be issued.

- Questions about inspections or code requirements can be directed to the Whitestown Building Inspector at 317.942.1553

## PERMIT APPLICATION

This application is being submitted for:

☐ Commercial/Industrial Remodel/Tenant Build-out

For office use only

Permit Number: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ EDC Fee: \_\_\_\_\_

Park Impact

Fee \_\_\_\_\_

Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

Date Application is Submitted:	Driveway Permit:	Drainage Permit #:	Sewer/Water Permit #:
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### Applicant and Contact Information

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the permit:	
Contact phone:	Contact email:

### Contractor and Contact Information

Name of contractor:	
Address of contractor (street, city, state, zip):	
Contact person:	Contact phone:

### Location Information

Address of location to be improved (street, city, state, zip):		
Subdivision:	Section #:	Lot #:
Parcel number:		
TOTAL structure area or area of work (sqft):		
Living area:	Garage area:	Other:
Approximate total construction cost:		

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understand this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: \_\_\_\_\_

## Inspection Estimate Form

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Permit fees are based on the type of permit applied for as well as the required inspections. Use the form below to estimate the quantity of each inspection that will be needed for the project.

Additional inspections and re-inspections will be assessed respectively and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

This application is being submitted for (check all that apply):

☐ New Structure ☐ Addition ☐ Accessory Structure ☐ Remodel/Build Out

Inspection	Quantity Needed	Contractor Name	Contractor Email/Phone
Temporary Electric			Mail: Phone:
Footing			Mail: Phone:
Underslab			Mail: Phone:
Foundation			Mail: Phone:
Rough-in-Electric			Mail: Phone:
Rough-in-Plumbing			Mail: Phone:
Rough-in-HVAC			Mail: Phone:
Rough-in-Framing			Mail: Phone:
Insulation			Mail: Phone:
Other (describe):			Mail: Phone:
Final			Mail: Phone: